



# Office of the City Clerk

Weekly Report – for Week Ending May 30, 2014

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## OFFICE OF THE CITY CLERK – PROJECTS and STATUS

**City Elections** – Staff is preparing for a potential August 12, 2014 Los Angeles Unified School District Board District 1 Run Off Election.

**Election Systems GIS Mapping** – Modifications to the school and council district maps were completed to reflect new district boundaries.

**City Elections** – Election Division employees continue to staff the City of Los Angeles Municipal Election Reform Commission (CLAMERC) meetings and provide information and reports as requested.

**City Elections** – The proposed Public Health Commission Ordinance was adopted forthwith in Council on 5/27/14.

**Neighborhood Council Elections** – Staff continues compiling post election data for the Department of Neighborhood Empowerment, consisting of candidate filing information, vote by mail statistics, translated material needs, and ballot printing quantities.

**City Elections** – The Election Reform Commission held Community Input meetings in West Los Angeles on May 27, in the West Valley on May 28, and in Van Nuys on May 29, 2014

**Automated Agenda Management System** – The Council and Public Services staff began testing of the proof-of-concept model developed by the Systems Division for submitting reports electronically to the City Clerk. Additional requirements and desired modifications will be identified following the test.

**Microfilm Conversion of Council Minutes** – An additional 20 reels were converted to digital format in the past week. This brings the total number of reels completed to 163. Our target for fiscal year 2013/2014 is 213 rolls, so we are 77% complete with our annual goal and 19% complete with the total project.

**City Historical Archives - Significant Research** – Anna Sklar, a researcher with the Los Angeles City Historical Society, is reviewing our photo collection. Anna is compiling an index to various LA City photo collections that are not well publicized from the City Archives and the Public Works Bureaus. The LACHS project is funded by a grant from the John and Dora Haynes Foundation.

**Konica Photocopier Replacement Project** – The vendor installed two machines which will be configured and tested for use with the City Clerk's on-line documents scanning system. When the test is completed and successful, the remaining machines will be installed.

**Fiscal** – Staff prepared invoices for the Mayor's Office for Prop C, Workforce Investment Act and Forfeiture Assets Fund, and completed a vacancy exercise for the CAO.

**AB1290/Council** – Staff closed 4 AB1290 contracts, drafted 3 amendments and 4 contracts, and processed 6 advance payment requests.

**General City Purposes** – Staff received 26 allocation requests, processed 32 payments and drafted 3 new contracts for the allocation of General City Purposes funds.

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## TOP ITEMS

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- ***LAUSD Board District 1 Election to be conducted by the County of Los Angeles on Tuesday, June 3.***
  - ***Community Meetings for public input for election reform commenced.***
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**Personnel** - Staff coordinated the last of five Workplace Violence Prevention Training sessions with the Office of the Mayor, and coordinated Mental Health and the Socially Supportive Workplace training for staff of our Elections, Council Public Services and Administrative Services Divisions.

**Neighborhood and Business Improvement Districts** – A meeting was held with the consultant relative to the proposed Pacific Palisades business improvement district establishment.

The Economic Development Committee approved the renewal Reports for the Hollywood Media District and Downtown Industrial District business improvement districts.

The Council adopted the Annual Planning Reports of the Old Granada Village, Lincoln Heights Industrial Zone and Sunset and Vine business improvement districts.

The Grant Acceptance Report for the Los Angeles business improvement districts from the Los Angeles Department of Water and Power was submitted to Council for consideration.

## ISSUES

**Council Meeting Voting System** – The Council Voting System experienced slow performance problems on Tuesday of this week and last Friday. The Information Technology Agency identified and fixed the two problems. ITA has proposed a longer term resolution to the Council President.

## UPCOMING . . . .

**LAUSD Board District 1 Special Election** – The County of Los Angeles will be conducting the election on Tuesday, June 3rd.

**City Elections** – The Election Reform Commission will Community Input meetings in San Pedro on May 31, in Hollywood on June 1, at the Council District 10 District Office on June 2, and in Boyle Heights on June 4, 2014. The Election Reform Commission is expected to release their final report on June 5, 2014.